

SWINDON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 11TH MAY 2026 AT 7:30PM
IN SWINDON VILLAGE HALL

Parish Councillors Present:

Alison Berry (Chair)

Natalie Blankley

Sharon Collicutt

James Cornish

Also Present:

Shaun Cullimore (Clerk), six members of the public.

26/62 APOLOGIES

Borough Councillor Flo Clucas, Lynne Allen.

26/63 ELECTION OF CHAIR

The Council **RESOLVED** (unanimously) to re-elect Cllr. Berry as Chair.

The Council **RESOLVED** to elect a Vice-Chair and Cllr. Blankley was re-elected unanimously.

26/64 CO-OPTIONS

Andy Carvell and Katy Kendry put themselves forward. The Council **RESOLVED** (unanimously) to co-opt both onto the Council. Both signed an Acceptance of Office form and were given Register of Interests forms to complete within 28 days.

26/65 DECLARATIONS OF INTEREST

None.

26/66 PUBLIC SESSION

A resident who is a volunteer helping to maintain the churchyard thanked the Council for making gardening equipment available.

The playgroup leader considered the flooring of the play area outside the Mary Godwin Pavilion dangerous. The pavilion is owned by the Borough Council (CBC). CBC has stated that when the playgroup renews its lease the footballers will no longer be allowed to go across this area. Two quotes for replacing the flooring have been obtained, the cheapest being £7,200. Cllr. Berry requested that CBC be asked whether they will contribute to the cost (informally it has said no). Cllr. Berry also suggested that the matter be raised with CBC Cllr. Clucas.

Mr. Simon, Chair of Swindon Village Society, was present and had made a submission to the review of the Conservation Area. A meeting had been proposed for the following Wednesday, to which he had not been invited.

ACTION 26/66/1 – Clerk to establish details of the meeting to discuss the Conservation Area and ensure Mr. Simon's involvement.

26/67 MINUTES OF THE LAST MEETING

The Council **RESOLVED** to accept the minutes of 13th April 2026.

26/68 MATTERS ARISING

ACTION 25/64/2 – Cllrs. Cornish and Blankley to discuss the Village Hall constitution and operation in a bid to assist the current officers. Action continues.

ACTION 25/154/1 – Clerk to canvas local opinion regarding the best place a bench. The Clerk had not heard back from GCC following their offer to install a bench in the Wymans Lane bus shelter. Action continues.

ACTION 26/54/1 – Clerk to request use of the bar area of the Village Hall for interviewing. Action complete.

ACTION 26/54/2 – Cllr. Cornish to draft emails to the unsuccessful candidates for the Clerk to send. One had been completed and forwarded by the Clerk; the other had been sent directly by the Clerk. Action complete.

ACTION 26/54/3 – Cllr. Cornish to generate an interview template. Action complete.

ACTION 26/54/4 – Clerk to come up with some interview questions. Action superseded.

ACTION 26/56/1 – Clerk to investigate insurance position in respect of the tools we are purchasing. Whilst we don't specifically have insurance cover for our assets the policy includes an "all risk" element which appears to cover possessions such as the tools. Action complete.

ACTION 26/56/2 – Cllr. Harcourt to source a suitable risk assessment for the use of the tools. Action complete.

ACTION 26/56/3 – Clerk to get volunteering policy from CBC. Cllr. Harcourt had said that he would take this up with CBC. Action continues.

ACTION 26/57/1 – Clerk to ask a representative of the group to come to a Parish Council meeting. Representatives were present. Action complete.

ACTION 26/60/1 – Clerk to publish notices of the Annual Parish Meeting. Action complete.

ACTION 26/60/2 – Cllr. Berry to advertise the Annual Parish Meeting on Facebook. Action complete.

ACTION 26/61/1 – Cllr. Cornish to discuss with Persimmon the location of the noticeboard. Action complete.

26/69 ANNUAL GOVERNANCE STATEMENT

The meeting read through the Annual Governance Statement and **RESOLVED** to sign it.

26/70 DETAILED ACCOUNTS

Since the last meeting the Clerk had made changes to the VAT claim. The Clerk explained that the detailed accounts were the basis on which the Annual Accounting Statements had been prepared. The Council **RESOLVED** to sign off the detailed accounts.

26/71 ANNUAL ACCOUNTING STATEMENTS

The Council **RESOLVED** to sign off the Annual Accounting Statements.

26/72 ACCOUNTS PAYABLE

Members **RESOLVED** to make the payments identified in Appendix 1.

26/73 MATURING FIXED TERM DEPOSIT

The Council had £25,000 in a fixed term deposit maturing on 14th May. The current account balance was £3,300 and the instant access savings balance was £6,000. As we are giving grants we need access to some of our money. The Clerk recommended that the Council put £10,000 into instant savings and £10,000 into a new fixed term deposit account (6 months at 2.21%). The remainder of the money should stay in the current account. The Council **RESOLVED** to accept the recommendation.

NEW ACTION 26/73/1 – Clerk to move money between the current and savings account and into a fixed interest product as agreed.

26/74 PLANNING

There were no planning or licensing applications to consider.

26/75 CLERK RECRUITMENT

The Council had conducted interviews and selected Meg Humphries as the successful candidate. It was agreed that Ms. Humphries be invited to attend the Council meeting on 8th June as an observer.

Ms. Humphries is also taking up a post at Gotherington Parish Council. It would make sense if the two councils could agree to share some costs, e.g. training.

Ms. Humphries' hours and salary would oblige the Council to pay a pension.

NEW ACTION 26/75/1 – Clerk to make available his offer letter and contract of employment together with model texts so that members could prepare Ms. Humphries' documents.

An informal meeting would be held to draft terms and conditions for Ms. Humphries and to consider the nature of the handover from the current Clerk.

26/76 PATH TO THE BACK OF THE SCHOOL

Cllr. Collicutt had met with representatives of the School, Cheltenham Town Football Club and the Civil Engineering company based at Seasons. Plans had been drawn up showing the path going to the school car park rather than the existing gates. This was not acceptable to the school head. The Football Club did not want the path to be longer than necessary. The meeting finished in an impasse.

26/77 DEVELOPMENT OF THE PARK

CBC has recommended the use of a consultant to produce a master plan for the park.

NEW ACTION 26/77/1 – Cllr. Cornish to get consultancy quotes for planning the park improvements.

26/78 PARISH BOUNDARIES

Parish boundary changes are being considered as part of the Community Governance Review.

26/79 REPORTS

The bridge taking the footpath underneath the railway beyond Seasons has been defaced with graffiti.

NEW ACTION 26/79/1 – Cllr. Collicutt to obtain quotes repairing the small storage cupboards outside the Village Hall.

The meeting closed at 10:00pm.

Signed:	Date:
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APPENDIX 1 – APPROVED PAYMENTS

Description	Amount
Clerk salary and expenses (ref 2627-009)	£483.11
HMRC PAYE and NI (ref 2627-011)	£129.32
Cllr. Alison Berry reimbursement (ref 2627-005)	£28.00
ICO data protection registration (ref 2627-008)	£52.00
Perpetua printing April Village News (ref 2627-007)	£284.00
Neil Goodwin for horse trough (ref 2627-012)	£111.00

The Clerk would set up the payments to be made by bank transfer. Cllrs. Allen and Collicutt to approve.

APPENDIX 2 – RECEIPTS

Description	Amount
Interest	£7.61